

**2004 LIHEAP BIMONTHLY WEATHERIZATION
EXPENDITURE/ACTIVITY REPORT
CSD 680 (Rev. 10/03) – INSTRUCTIONS**

Heading

Enter the name of your agency, contract number, report period, and check "Adjustment", if applicable. Enter the name of the person preparing the report, direct telephone number, fax number, and e-mail address.

Line Items:

When labor, materials, square footage, and linear footage measures are being charged, you must enter the amount in the corresponding rows/columns to obtain credit for the measure/costs. Do not leave the unit of measure and/or the rate columns blank if the measure was installed.

Electric Base Load Measures

40.-45. Enter the number of dwellings and the unit of measure as applicable. Calculate the cost by adding labor + materials or multiplying the unit of measure times the rate (where applicable). Enter the sum in the "Report Period Expenditure" column.

Optional Measures

47. -74. Enter the number of dwellings and the unit of measure as applicable. Calculate the cost by adding labor + materials or multiplying the unit of measure times the rate (where applicable). Enter the sum in the "Report Period Expenditure" column.

75. Mileage: Enter the mileage claimed for the period and multiply times the rate. Enter calculated sum under the "Report Period Expenditure" column. If more than one dwelling is weatherized per trip, the mileage credit applies only to the dwelling farthest from the contractor's material storage site or headquarters.

Totals

- 77. Calculate and enter the total of measures reported from pages 3 and 4.
- 78. Enter the **Total Intake Costs** for the reporting period from 2.a on CSD 680, page 1.
- 79. Enter the **Total Outreach Costs** for the reporting period from 4.a on CSD 680, page 1.
- 80. Enter the **Total Training Costs** for the reporting period from 4.b on CSD 680, page 1.
- 82. Enter the costs of materials installed.

Report Adjustment

Enter the report period to be adjusted and check (✓) the box in the Report Adjustment block. Enter the amounts to be adjusted only. Use plus (+) or minus (-) to the left of the amount being adjusted. **Do not include data already reported to CSD.**